

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100040029-2

REPORTS INVENTORY

CONTROL NO.

PREPARE IN DUPLICATE

DDP - 89

1. TITLE OF REPORT (if a fill-in report include Form No.)
INVENTORY FOR FE PERSONNEL REPORT

2. TYPE OF REPORT
☒ STATISTICAL
☐ NARRATIVE
☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA
☒ PERSONNEL
☐ LOGISTICS
☐ MEDICAL
☐ TRAINING
☐ SECURITY
☐ FINANCE

ADMIN. GENERAL
 OTHER (specify)

4. NO. OF COPIES PREPARED
 1

5. FREQUENCY (weekly, monthly, quarterly, etc.)
 Quarterly

6. DISTRIBUTION (No. of components not number of copies)
 1

7. FORMAT (memorandum, form, computer print-out, etc)
 List

8. ADP PROCESSING
☐ YES IF YES GIVE ADP PROCESSING NO.
☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT
 DDP

10. PREPARING COMPONENT (include lowest level contributing information to report)
 Division Desks

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
									\$84.00

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$84.00

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Don't know.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☐ RETAIN AS IS ☐ OTHER (explain)
☐ CHANGE
☒ DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS	DOLLARS
12	\$84.00

16. DATE OF INVENTORY
 October 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION
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18. EXTENSION

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